



**Military Surface Deployment & Distribution Command (SDDC)**  
***"Trusted Professionals...Delivering Readiness"***



**Negotiated Solicitation/Tender Management**

**QUICK REFERENCE GUIDE (QRG)**

This QRG is designed to assist the Transportation Service Provider (TSP) in navigating the 500000 series negotiated tender solicitation process hosted by HQ SDDC Special Requirements Branch. The 500000 series negotiated tender solicitations are manual email notifications of shipment offers to DOD approved carriers who have elected to participate in this segment of business. Negotiated 500000 series tenders are reserved for SDDC Special Requirements Branch negotiated solicitations **ONLY**. TSPs are not authorized to issue 500000 series tender numbers directly to shipping activities outside the SDDC negotiated tender solicitation process. This line of business normally includes 25 or more trucks/railcars or 500k pounds or more with single origin/destination (VOLUME MOVES), Unique requirement not supported by voluntary tenders/spot bid, No voluntary tenders on file and when no responses were received when shipments process via normal shipper systems or the spot bid process.

SDDC is not responsible for undeliverable email notifications due to incorrect email addresses, communication problems, or other internet or local area network issues. This process is intended solely to notify carriers of Negotiated Route Order (NRO) solicitations and receive carrier proposed tariff/tender rates to support said business. There are no direct or implied warranties or guarantees of any kind. Please use the following as a guide when participating in negotiated business and/or submitting 500000 series negotiated tenders in Tender Entry on the Web (TEOW).

- DOD approved carriers must opt-in to participate in 500000 series negotiated tender solicitations
  - Send your request to participate to the email address provided below and a TSP survey will be provided
  - Only one (1) point of contact and email address will be accepted per SCAC
  - Solicitations received will be consistent with Freight Carrier Registration Program (FCRP) MODE and DOT AUTHORITY
    - You must notify our office of subsequent status/DOT Authority changes (i.e. approved for hazmat, become dual registered as broker and asset based carrier or approved for transportation protective services)
  - Review and understand the Military Freight Traffic Unified Rules Publication (MFTURP-1) Located on the SDDC public website @ <https://www.sddc.army.mil/Pages/default.aspx>
    - IAW MFTURP-1, Sec A, Para E. When rules, charges or other requirements are negotiated that differ from or conflict with this publication and the intent of the parties is to modify the requirements of this publication as they apply for a particular movement, the negotiated terms will apply to only the specific movement
- By DoD regulation the shipping activity is not authorized to negotiate rates directly with a TSP
  - If voluntary tender rates are NOT used, shipping activities must obtain rates via the Electronic Transportation Acquisition (ETA) spot bid process or through negotiation via HQ SDDC Special Requirements Branch

Email: [army.sddc.ops.negotiation@mail.mil](mailto:army.sddc.ops.negotiation@mail.mil)

HQ SDDC Public Website: <https://www.sddc.army.mil/Pages/default.aspx>

- Please read the entire solicitation prior to submitting a bid
  - Conveyance and accessorial requirements, special instructions, unique requirements, as well as guidance for completing the bid sheets are all contained within the solicitation
  - TSPs are subject to carrier performance action if unable to meet, in whole or in part the requirements of solicitation
  - Do not post costs/rates on broker boards, unless you have actually been awarded the traffic by the shipping activity
- SDDC does not own the requirement, SRB's role is to negotiate the route order on behalf of the shipping activity
- TSPs acknowledge upon submission of their tender rates that the government's acceptance of such rates does not create a contractual obligation by either party until a Bill of Lading (BOL) is issued by the installation/activity Transportation Officer (TO)
- A provision of the National Defense Authorization Act for Fiscal Year 1997 prohibits anyone except the TO/Shipper awarding the freight from releasing the SCAC/company name and winning bid price of the TSP awarded the freight
  - Again; SDDC Special Requirements Branch CANNOT share the lowest carrier ranked, lowest carrier bid price or where you rack and stacked amongst other bidding carriers. The awarding shipping activity can only share the awarded carrier and price; they are not authorized to share the entire list.
- The line haul rate provided on the bid sheet must be all-inclusive (to include Fuel Surcharge)
  - EXCEPTION: Detention charges (DET1), (DEP1) and vehicle furnished not used (VFN) rates will be provided
  - EXCEPTION: Any accessories requested on an "as needed" basis
- Upon award, TSPs will enter ALL tenders via TEOW, in unique cases and when requested, Standard Tender Freight Services (SDDC Form 364-R) paper tenders will be submitted manually via email
  - A proposed 500000 series tender number must be provided with all bids; recommend carriers start a log as these tender numbers cannot be duplicated
  - Negotiated 500000 series tenders must be submitted within **two working days** of award
  - Negotiated 500000 series tenders will reflect binding rates for a minimum 30-day period, unless otherwise specified in solicitation
- Negotiated 500000 series tender entry
  - All 500000 negotiated tenders submissions are manually reviewed and approved by the individual who issued the solicitation
  - Negotiated 500000 series tenders submitted in TEOW must match the information provided on your bid sheet or it will be rejected
  - The entire NRO solicitation number (1NXX number) must be entered in the "Solicitation" field
  - All accessories requested in the solicitation will be identified in the tender
    - Actual rates will be provided for Detention charges (DET1), (DEP1), vehicle furnished not used (VFN), and any "as needed" accessories
    - A rate of \$0.00 will be provided for any of the all-inclusive accessories
  - If you receive a Commodity Mismatch error during the edit check, please make sure you have the appropriate commodity type selected. Example 999912 is a DOD unique and not an NMFC type commodity

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- MFTURP-1 prohibits brokers, freight forwarders and logistics companies from handling or accepting any shipments moving with CIS, DDP, PSS, SNS, DCS, and/or 675
  - Handling and solicitation of DoD sensitive conventional AA&E, classified (SECRET and Confidential), sensitive and controlled cryptographic items, Class 1, Division 1.1 thru 1.6, sensitive munitions are also prohibited
- Additional carrier performance guidance or cost related questions can be addressed to: [usarmy.scott.sddc.mbx.carrier-performance@mail.mil](mailto:usarmy.scott.sddc.mbx.carrier-performance@mail.mil) or [usarmy.scott.sddc.mbx.cost-questions@mail.mil](mailto:usarmy.scott.sddc.mbx.cost-questions@mail.mil)

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